



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20543

RQ-2

Theresa L. Kehoe, Treasurer
Citizens for Harkin
P.O. Box 811
Des Moines, IA 50304

JAN 22 2003

Identification Number: C00166827

Reference: 30 Day Post-General Report (11/6/02-11/25/02)

Dear Ms. Kehoe:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-There should not be a gap in the coverage dates of your report. You must file an amended 30 Day Post-General report to include the activity from 10/17/02 to 11/25/02. (2 U.S.C. §434(b))

-Commission Regulations define the term "purpose" to mean a brief statement or description of why a disbursement was made. Examples are "dinner expense", "media", "salary", "polling", "travel", "party fees", "phone banks", "travel expenses", "travel expense reimbursement" and "catering costs". Examples of election day and voter registration activity include "exit polling", "door-to-door get out the vote", "get out the vote phone calls" and "driving voters to the polls". Unacceptable descriptions, which require additional clarification, include but are not limited to "advance", "consulting", "commission", "contract labor", "retainer", "election day expense", "expenses", "invoice", "support", "expense reimbursement", "miscellaneous", "professional services", "get-out-the-vote" and "voter registration". (11 CFR §104.3(b)(4)) Please amend Schedule B of your report to correct the descriptions which do not meet the requirements of the Regulations.

-Schedule B of your report discloses reimbursements to individuals for transactions other than travel, meals and lodging. Please be advised that